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CHFS FOCUS

AMBER Alert

This month marks the anniversary of the AMBER Alert system, which was set in motion on Jan. 13, 1996 by the abduction of nine-year-old Amber Hagerman from the Dallas-Fort Worth area.

Read more about Amber's story and the AMBER Alert system in this week's story from the Kentucky State Police, *January 13 Marks AMBER Alert Beginnings*.

CHFS Focus Employee Spotlight: Santa's Subcommittee on Worksite Wellness

Left to Right: Kate Gresham, Marvin Miller and Vicki Greenwell

Over the holidays, you may have noticed Santa and his helpers roaming the Cabinet for Health and Family Services' halls.



Santa and his helpers visited offices with appropriate "gifts" for good and bad employees in the Human Resources Complex. But this was not your traditional Santa. As you can see in the photo, Santa dropped a few pounds since last year. The CHFS Santa is a new and improved aerobic version with healthy and fit helpers.

Marvin Miller, Assistant Director of the Division of Adult and Child Health Improvement, took on the role of fit Santa and his helpers were volunteers Kate Gresham, Surveillance and Evaluation Coordinator of the Tobacco Prevention and Cessation Program/Chronic Disease Branch, and Victoria Greenwell, Coordinated School Health Administrator of the Division of Adult & Child Health Improvement.

"Santa's Subcommittee on Worksite Wellness" is a fun activity inspired by CHFS's new Worksite Wellness Committee, which is working on a plan to create an environment more supportive and encouraging to healthy lifestyles for Cabinet employees. Not only did Santa know who'd been bad or good, Santa knew who'd been exercising and eating right--or not. Santa's helpers carried "gifts" in their backpacks. Those with healthy lifestyles got either a candy cane or a bottle of water to encourage continued good choices. Some others got a lump of coal as

encouragement to change. And since Santa was working for better health, he also handed out a few Body Mass Index (BMI) charts. (Santa won't name names.)

Miller wants to remind all the Cabinet's employees that it's a new year bringing new opportunities to be healthy and productive—and don't forget that Santa is ALWAYS watching, so eat those fruits and vegetables and work up to a 30-minute sweat at least five times a week.

CHFS Focus Program Spotlight: Energy assistance program helps low-income families

By Anya Armes Weber

When Kentucky families need help paying their heating bills this winter, one Cabinet resource to help them is the Low Income Home Energy Assistance Program.



LIHEAP is operated by the Kentucky Association for Community Action (KACA) through a network of the state's 23 Community Action Agencies (CAAs) under a contract with the cabinet. Every county has at least one CAA office.

During the winter and summer months, LIHEAP provides assistance to families with incomes at or below 110 percent of the federal poverty level.

In the winter, LIHEAP operates in two phases: subsidy and crisis.

During subsidy mode -- November and December -- applicants must meet the income guidelines. In crisis mode, another qualification is added to the income standards. Eligible clients must be within four days of exhausting fuel or have received a disconnect notice from their utility.

Crisis phase began on Monday, Jan. 10. Kentuckians can apply at their county community action agencies.

Glenna Reed, LIHEAP's coordinator in the Department for Community Based Services' Division of Policy Development, said that in crisis mode, qualifying clients may receive up to \$125 in cumulative aid for gas and electricity. That's \$25 more than last year's amount. Bulk fuel assistance will vary depending on need.

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Benefits are limited to the amount required to relieve the crisis, Reed said.

"While energy costs have increased, we always try to help as many families as we can within our limited budget," she said.

Full funding for the program comes from the U.S. Department for Health and Human Services (HHS). Kentucky's share of the program's \$1.8 billion budget is \$26 million, said Glenna Reed, LIHEAP's coordinator at the cabinet.

The state's budget includes just more than \$1 million in emergency funds, part of \$100 million in aid that HHS released to the states late last month.

About \$10.5 million remains to serve families in dire need, Reed said. Funds are available through March 31 or until they run out. Staff expect the money to last through February, she said.

Assistance may take the form of utility payment, service reconnection, blankets, space heaters on loan or deliveries of fuel like firewood, coal or propane. Relief is provided within 48 hours or 18 hours in an emergency.

For more information about LIHEAP, log onto the KACA Web site at log onto <http://www.kaca.org/>.



Kentuckians can now see "Unbridled Spirit" in their wallets

New brand replaces former logo on state driver's licenses and ID's

Beginning this week, Kentuckians will start to see "Unbridled Spirit" in their wallets. The Kentucky Transportation Cabinet began implementation of adding the new statewide brand on all state driver's licenses and state ID's.

"Adding 'Unbridled Spirit' is just another step in promoting Kentucky's new image," said Kentucky Transportation Secretary Maxwell Clay Bailey. "We believe it's important to promote that new brand and spirit of change being embraced by our citizens, which is why we moved forward as quickly as we could to add the new logo to our driver's licenses."

The Circuit Clerk's Office in Clark County was the first to begin issuing new licenses with the "Unbridled Spirit" brand last Friday, as part of the initial test run by the Transportation Cabinet's Division of Driver Licensing and Viisage Technology, Inc, which is the vendor for Kentucky's digitized licensing program. Now residents in all 120 counties who are renewing their licenses or getting their license for the first time, will receive licenses with Kentucky's new brand.

The "Unbridled Spirit" brand, selected as the winning brand among four finalists through statewide voting by Kentuckians last November, replaces the "We're That Friendly" logo used prior on driver's licenses. For more information on the new driver's license, contact the Transportation Cabinet's Division of Driver Licensing at (502) 564-6800 or go on line at <http://transportation.ky.gov/drlic/>.

Governor Ernie Fletcher encourages citizens to utilize Bill Watch for the 2005 Kentucky General Assembly

The 2005 Kentucky General Assembly is now underway and Governor Ernie Fletcher is encouraging Kentuckians to utilize a free eDemocracy service called Bill Watch to assist them with tracking legislation that matters most to them.

Bill Watch is an online service available at <http://kentucky.gov/services/billwatch/>. This free service connects citizens and businesses interactively with proposed legislation by allowing them to create customized profiles to view and track legislation as it makes its way through the General Assembly. Bill Watch was upgraded for this session to provide citizens with more features, such as unlimited bill tracking and monitoring.

"Connecting citizens to the legislative process is extremely important," said Governor Ernie Fletcher. "This service is an important eDemocracy initiative that Kentuckians will certainly find useful, especially those who are interested in charting progress on particular topics or legislation. I want Kentuckians to feel connected to their government and I encourage citizens to utilize this service."

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Those accessing Bill Watch can create a custom profile that organizes bills they have selected to track and monitor based on keywords, sponsors, committees, subjects or bill numbers. Citizens and businesses can track an unlimited number of bills and receive email notification of changes in a bill's status. Additionally, users can access the bill's status, summary, amendments, history and full text without having to take any additional steps.

Bill Watch is the result of a partnership between the Kentucky Legislature, the Legislative Research Commission and Kentucky.gov, the state's official website.

January 13 Marks AMBER Alert beginnings

The Kentucky State Police (KSP) this week joined law enforcement agencies nationwide in recognizing Jan. 13 as the date that initiated the AMBER Alert system and to remind citizens of the integral part they can play in the program.



On Jan. 13, 1996, the abduction of nine-year-old Amber Hagerman from the Dallas-Fort Worth area spurred local broadcasters and police to develop an early warning system to help find abducted children. America's Missing: Broadcast Emergency Response, known commonly as the AMBER Alert, evolved from that abduction and was adopted by law enforcement agencies across the country.

AMBER Alerts are issued when law enforcement officials determine that a child has been abducted and is in imminent danger. The Kentucky State Police (KSP) has statewide responsibility for activating an AMBER Alert and has issued nine alerts since the system was activated in 2003. All nine children were recovered unharmed.

KSP Commissioner Mark L. Miller said citizens have helped lead law enforcement officials to some of these abducted children. He added that continued citizen involvement is vital. "AMBER Alerts are successful through the cooperation and coordination among not only law enforcement agencies, broadcasters and emergency management officials, but a vigilant public, as well," said Miller. "Descriptions of alleged abductors, their vehicles and license plate numbers, and descriptions of the abducted children are information issued during an alert. Citizen watchfulness to such details has led to rescues of unharmed children in Kentucky and nationwide."

One example of a citizen report to a Kentucky AMBER Alert was in March 2004. A seven-year-old Madison County boy was abducted by his mother, who did not have custody of the child. The mother took the child to an area

motel, where a motel employee recognized both individuals from Amber Alert broadcasts and then notified the Richmond Police Department.

Miller added that while citizens are encouraged to report sightings of abducted children to law enforcement officials, they should let officers handle the rescue. "No citizen should put himself in harm's way by trying to rescue a child or confronting an alleged abductor," said Miller. "Reporting a sighting is very important, but only trained officers should make contact with the abductor or the child."

The Kentucky State Police, local law enforcement agencies, the Kentucky Emergency Management Agency and the Kentucky Broadcasters Association partner in the AMBER Alert system.

More information on the AMBER Alert system and what to do if a child is missing can be found on the Internet at www.amberalert.gov. Safety tips to parents on how to help prevent children from being abducted or becoming lost can be found at <http://www.kentuckystatepolice.org/missing.htm>

Frankfort: Movers start your engines!

The long awaited big move at the Human Resources Building in Frankfort is scheduled to begin on January 18 and continue through April. As you begin packing boxes and saying farewell to some well-used office space, keep in mind that the main goals of the "big move" for the Health Services Building and five floors of the CHR Building in Frankfort are to group agencies by functions and to do it as economically as possible.



This change locates department members closer to each other and allows for more collaborative working relationships. It is certainly much more efficient, not to mention easier, to walk two or three cubicles to talk to a colleague face-to-face, rather than travel two or three floors or communicate by phone.

During this time, please keep the following 12-Step Guide to the Big Move in mind.

1. Some temporary moves will be necessary. Leased Property staff worked hard to keep these to a minimum but they are necessary since "flex" space is not available. Please be patient as most of these will be for a short duration.

2. If you have concerns about the move, discuss them with the move coordinator for your area and this person will relay to the move team.

3. At the end of each office move, but before the technology staff leave the area, each coordinator should do a survey and contact the appropriate Leased Property staff person with items that are not yet working (phones, computers, printers, etc.).

4. Employees will be permitted to move their chair, computer and file cabinets only. They will use the other furniture such as desk, credenza or bookcase already available in their new office location. However, if a person has a verified ADA issue, move staff will work to make the proper accommodations. Otherwise, there will be furniture swaps to take what people don't want and supply others' needs wherever possible. If an item is not available, it will be staff's responsibility to go through the normal procurement process to purchase what is needed.



Once the entire move is finished, each staff member will be asked to do an equipment inventory for their office to update/reconcile the CHFS inventory.

In addition, you may disconnect your computer if you feel comfortable doing so. If not, IT will disconnect and reconnect them for you. If you choose to disconnect your machine, IT asks that you do not remove the surge protector or the patch cable from the pole to the computer. That way the person moving in will already have the exact size cable length necessary to connect the computer. When IT staff arrives to connect the computers, please don't ask them to troubleshoot any computer problems because they work on a very tight schedule in order to help reconnect many computers in one day. If you have a computer problem, please follow the regular procedure and submit a work request to the Help Desk.

5. This move sequence includes the cleaning of all panels on the third floor. Movers will move any necessary furniture away from the walls or back into place at the beginning and end of each day. Finance's janitorial contractor is to clean the carpet immediately after the third floor panel cleaning is complete (around Feb. 11), so keep things up off the floor. The panels on all other floors will be cleaned in the future on a designated schedule. The carpet on all floors is cleaned annually by Finance.

6. Move boxes are already being delivered to the first offices slated to move. As soon as you are in your permanent space, unpack boxes and stack them in a common area close to a main hall so they can be used by others. There are a sufficient but limited number of boxes, so please make sure to unpack quickly and resist the temptation to take them home for personal use. The movers will collect them periodically and move them to the next agency slated to move. Please do not take boxes when there are others slated to move before you.



Each staff's work possessions should be labeled with the division name, their name and phone extension on the top and side of the box. Each temp and permanent office area will be labeled with the phone extension number so the movers and telephone staff can locate staff during the move. Please do not write directly on the box but use a label as this will be confusing for the movers since we are reusing the boxes several times. Check with your office's move coordinator to see if you need to make your own labels or if they will be provided.

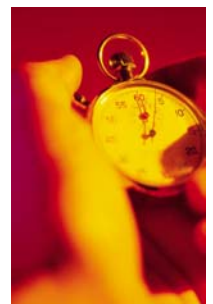
7. Take home all personal items such as kitchen appliances, refrigerators, decorative items, and furniture. The movers will not move these items nor be held accountable for breakage. These items increase the cost for boxes, as well as taking up limited space during temp moves. Kitchen appliances should be left home unless located in a common break room and/or necessary to accommodate a documented ADA need.

8. As employees move into their permanent space, movers are willing to move furniture around, but only so long as they can use the existing power pole. Please determine in advance how you want your furniture rearranged, as the movers' time is very limited.

9. If the schedule changes, this will be communicated to your move coordinator immediately.

10. There are common conference rooms and break rooms included in the space plans for use by all staff. Common break rooms are necessary due to the need for designated power poles and to save power.

11. The move plan contains enough offices for all the permanent positions provided as well as contractors. If there are vacant offices in your division, they can



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temporarily be used for another purpose, but only until new staff is hired to fill the vacancies.

12. Above all, please help make this move as comfortable as possible by remaining positive. Change is part of life and moving is a big change. Moving can also be stressful for all concerned, but if we keep focused on the end result --- a more efficient and user friendly work space for all employees --- this will help use make the transition more easily.

For information, look for specific detailed move plans to be posted in each lobby or contact your move coordinator.

Local Option Elections to be held on Jan. 18 in Hardin and Ohio Counties

Local option elections have been ordered to be held on Jan. 18 in the Pine Valley Precinct of Hardin County (the precinct involved is Eddy Creek) and in the City of Beaver Dam, Ohio County (precincts B101 E Beaver Dam, B102 W Beaver Dam, and B104 N Beaver Dam).



In accordance voting leave regulations, all employees who are entitled to vote, otherwise scheduled to work during the hours that the polls are open, and request leave in advance shall be granted four (4) hours of leave to do so.

CHFS Focus Health Tip of the Week: January 16 – 22 is National Healthy Weight Week

By Anne Parr, R.N.

Healthy Weight Week is a time to celebrate healthy lifestyles that last a lifetime and prevent eating and weight problems.

Eat well, live actively, and feel good about yourself and others. It's a welcome change from the dieting and bingeing that typically begin the New Year!



For more information, visit <http://www.healthyweight.net/hww.htm>.

Employee Enrichment

By Anya Armes Weber



Employee Enrichment is a weekly feature for CHFS staff. These tips for making work better will focus on team building, customer service and personal development.

If you continue to work on a change in habit or performance for the new year, keep it up. If you need help, Florida-based success coach Lisa Jimenez offers this piece of advice: Open your eyes and ears.

Listen to what you say and watch what you do on a daily basis, Jimenez says. Habits of negative behavior are reflective to what you believe and what you fear.

By saying one thing but doing something that hurts your goal, you are revealing negative feelings you have about your goals – perhaps your fear of failure or an indication that you really want to be on a different career path. Behaviors like this become habits if they aren't addressed and stopped.

Evaluate your daily actions and see if there is a connection between sabotage behavior and your hidden fears. Change your goals or your performance to stop limiting yourself and put your development on track.

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